## Selecting Event Locations

Event Location is a mandatory field in the Event Form:

- If the Event Form was started from the Location Availability search, a location will already be pre-populated. You can continue to View Occurrences or add additional locations, if necessary.

- If the Event Form was started by clicking on the **Create an Event** icon on the 25Live Pro Home Dashboard, or by clicking on the **Event Form** icon on the 25Live banner, you will need to choose a location(s) for your event.
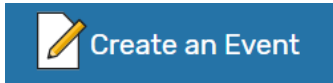
<u>Single Location for Event</u>

You can perform a search by expanding the **Location Search**.

- Choose **Saved Searches**, if you find a search report that narrows down to the building or campus you are interested in having your event.
- Choose one of your **Starred Locations**, if you have marked any locations as favorites. If not, you can X out of the Starred Locations so you can enter text to search for a location.
- Enter a space in the **Search Locations** field (such as Keating 204, McGinley, LL). If you do not see Search Locations as a valid choice, you can X out of the Starred Locations so you can enter text to search for a location.
- Expand the **More Options** drop down to search by *Category* (e.g. Conference Room), *Feature* (e.g. Video-Conferencing), *Layouts* (e.g. Banquet/Round/Tables), or *Capacity* (e.g. Min: 25 – Max: 50).
- Use the **Hide Locations with Conflicts** and **Enforce Headcount** check boxes to limit the search to just locations that are available and suitable for the headcount indicated earlier in the Event Form.

After clicking on **Search**, you will receive a list of locations that fit the requested criteria.

Selecting Event Locations

Mouse over the Location Name, or click on it, to get more details and a picture of the location. Click on the **Request** icon to add that space to your event request.

After choosing an appropriate location for your event, scroll down a bit to see your choice.
Click on **View Occurrences** to choose the furniture **Layout** (if that location does have multiple layout choices to choose from) and additional **Instructions,** if necessary.

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Multiple Location(s) for Event

If your event request has multiple dates and meeting times, it might be difficult to find one location available for all of those occurrences. You may need to divide your event into several different rooms. To do so, uncheck the **Hide Locations with Conflicts**, narrow down the search by campus or building, **Search**.

The search result may bring up three different types of room availability:

- **Unavailable** means the location is not available for any of the dates and meeting times.
- **Request** icon means the location is available for all dates and meeting times.

- **Request Available** icon means the location is available for *some* of the dates and meeting times, but not all.

The **Conflict Details** link will provide you with more details about which dates or times are creating the conflict.

You may click on the **Request** or **Request Available** icons to choose several different rooms, then scroll down and go to the **View Occurrences** field to choose which room you want to assign to each date or meeting time.

In this example, McGinley RH Commons, McGinley 241 and McGinley Student Lounge were chosen. When **View Occurances** is opened, check off the dates you want to assign that room to your event.

Continue on to complete the rest of the Event Form. A Task will be forwarded to the Schedulers for each of the locations you have chosen. This is a request only. Location availability is not a confirmation of use. You will receive a notification email from the scheduler of the location after it is reviewed.

For those that have used the previous version of 25Live (25Live Classic), you will notice the Pro application no longer has Tabs to navigate between Events, Locations, Tasks, Resources, and Reports. If you were accustomed to going back and forth between tabs, you can do the same with 25Live by opening the application on several tabs within your browser. Open one application of 25Live to Events; open another application of 25Live to Locations, another to Tasks, etc….

Online Help: On the top right-hand side of the 25Live site, click on the ⑦ Help *link to go to documentation provided by CollegeNet, the parent company of the 25Live application.*